

RESOLUTION NO. 3399

APPROVING AND ADOPTING JOB SPECIFICATIONS AND TITLES AS PREPARED AND SUBMITTED BY STATE OF CALIFORNIA PERSONNEL BOARD COOPERATIVE PERSONNEL SERVICES IN THAT CERTAIN REPORT ENTITLED "CITY OF LODI LIMITED CLASSIFICATION STUDY, JUNE 1970," AND ADOPTING CLASS SPECIFICATIONS FOR FIRE TRAINING OFFICER AND PARKING ENFORCEMENT ASSISTANT.

RESOLVED, that the report of State of California Personnel Board Cooperative Personnel Services entitled, "City of Lodi Limited Classification Study, June 1970," a copy of which is annexed hereto and made a part hereof as if set forth in full herein, with the exception of the recommendations for the classifications of Records Officer and Identification Officer is hereby approved and adopted by the City Council of the City of Lodi.

FURTHER RESOLVED, that the job classifications and classification titles contained in the said report, with the exception of Records Officer and Identification Officer, are hereby approved and adopted as job specifications and classification titles in the classified personnel system of the City of Lodi and said specifications and titles shall apply as of July 1, 1970.

FURTHER RESOLVED, that the report of Cooperative Personnel Services, State of California Personnel Board, entitled "City of Lodi Classification and Salary Survey, September 1964," as amended and adopted by Resolution No. 2788. be and the same is hereby further amended by the adopting of class specifications for "Fire Training Officer" and "Parking Enforcement Assistant" dated July 1970 attached hereto and made a part hereof.

FURTHER RESOLVED, that Resolution No. 3102 is hereby amended by adding the following to Table III thereof:

Electrical Utility Assistant	19	\$517 - 628
Fire Training Officer	27. 5	\$782 - 950
Gardener Leadman	23	\$628 - 763
Parking Enforcement Assistant	17	\$469 - 570

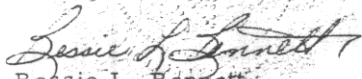
FURTHER RESOLVED, that Resolution No. 1990 and all other resolutions in conflict herewith are hereby repealed to the extent of any duplication or conflict herewith.

Dated: July 15, 1970

I hereby certify that Resolution No. 3399 was passed and adopted by the City Council of the City of Lodi in regular meeting held July 15, 1970 by the following vote:

Ayes: Councilmen - Ehrhardt, Hughes, Katrich, Kirsten and Schaffer

Noes: Councilmen - None Absent. Councilmen - None


Bessie L. Bennett
City Clerk

PARKING ENFORCEMENT ASSISTANT

DEFINITION

Under general supervision, to patrol an assigned area for the purpose of enforcing local ordinances and state laws related to the parking of vehicles; and to do related work as required.

EXAMPLES OF DUTIES

Operates motor scooter to patrol parking meters and limited-time parking on City streets and parking lots; observes parked vehicles and issues citations for overtime parking and for other violations of the Vehicle Code or City ordinances covering the parking or standing of motor vehicles; marks tires when necessary to ascertain parking violations; reports damaged or inoperative parking meters traffic signals, signs and markings; advises the general public on parking laws, regulations and ordinances and checks for pedestrian and vehicle hazards such as broken sidewalks and pavement, stalled vehicles, and fallen limbs and reports same to appropriate City departments; receives complaints regarding parking meters and citations; during inclement weather may assist in record-keeping duties in the Finance Department as assigned; keeps records and prepares reports.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Local street names, location and city geography;
- Correct English usage, spelling, grammar, punctuation, and vocabulary;
- City government organization and functions.

and

Ability to:

- Understand, apply and explain applicable laws and regulations to the public;
- Deal with the general public in law enforcement situations using tact, courtesy and good judgement;
- Analyze situations and adopt quick, effective and reasonable courses of action;
- Properly operate a three-wheel motor scooter;
- Speak clearly, write concise reports, and maintain appropriate records;
- Present a neat appearance;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative working relationships with the public.

and

Experience:

One year of full-time paid experience in direct contact with the public

Education:

Equivalent to completion of the twelfth grade.

License:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

(5% above Fire Captain)
(5% below chief Fire Inspector)
FIRE TRAINING OFFICER

DEFINITION

Under direction, to develop and administer a comprehensive program of in-service training for members of the City Fire Department; to respond to all fire alarms; and to do related work as required.

EXAMPLES OF DUTIES

Schedules and conducts classroom and field instruction and drill periods for all men in fundamental activities such as driving fire trucks, handling apparatus, pumps, and other fire-fighting tools and equipment; prepares lesson plans covering all phases of departmental operations; gives specialized instruction in ventilation, hydraulics, salvage, rescue work, first aid, and related topics; works with supervisory personnel of the Fire Department to identify training needs; performs research studies to determine new and approved fire-fighting methods and tactics; evaluates the progress of training activities and prepares reports and recommendations to the Chief; prepares and administers examinations; assists in evaluating personnel; takes photographs and slides for training purposes; furnishes administrative assistance to the Fire Chief; responds to all fire alarms, and in the absence of a higher authority, assumes command at the scene of a fire; performs full range of fighting duties at the scene of a fire as directed.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Fire Department administration, science, principles, practices and methods regarding fire prevention and suppression;
Fire training methods and principles;
Use and maintenance of fire-fighting equipment and apparatus;
Provisions of laws, ordinances, regulations and codes affecting the work of the Fire Department;
Local geography, water supply, hazards, and other conditions relating to fire control in the City of Lodi

and

Ability to:

Identify training needs and to prepare, schedule and administer a comprehensive departmental training program;
Train men and prepare lesson plans and drills;
Operate all types of fire-fighting equipment and apparatus and to instruct others in their proper use;
Keep records and prepare reports;
Establish and maintain cooperative working relationships with the public and City employees

Fire Training Officer -- 2

and

Esnerrence.

Four years experience in fire-fighting and fire prevention work, including one year of supervisory experience equivalent to Fire Captain,

and

Education:

Equivalent to completion of the twelfth grade supplemented by college-level courses in fire-fighting methods and procedures. A teaching credential issued by the State of California to teach fire science courses in junior colleges is highly desirable.

License:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Possession of a valid American Red Cross advanced First Aid Certificate.

CITY OF LODI

June 1970

LIMITED CLASSIFICATION STUDY

Prepared by

**CALIFORNIA STATE PERSONNEL BOARD
Cooperative Personnel Services**

**KENNETH BYERS, Chief
Bruce F. Austin, Northern California Manager**

**Charles F. Diggs
Survey Director**

**Jeanne Gibson
Survey Clerk**

CALIFORNIA STATE PERSONNEL BOARD

COOPERATIVE PERSONNEL SERVICES

1217 H Street
Sacramento 95814714 W Olympic Blvd.
Los Angeles 90015Sacramento, California
June 22, 1970

Mr. Henry A. Graves
City Manager
City of Lodi
City Hall
Lodi, California 95240

Dear Mr. Graves

In accordance with the agreement between the City of Lodi and the State Personnel Board, we are pleased to submit our findings and recommendations relating to the six positions in the City's service which were referred to our office for study.

The attached report contains our findings and recommendations on each of the positions, together with copies of new or revised class specifications. Briefly, our recommendations can be summarized as follows:

<u>Employee</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Classification</u>	<u>Salary Range</u>
Blaufus, D.	Stenographer Clerk II	16	Stenographer Clerk III	18
Bohnet, D.	Account Clerk	16	Electrical Utility Assistant	19
Bender, R.	Parks Gardener	22.5	Gardener Leadman	23
Hunt, E.	Stenographer Clerk II	16	Stenographer Clerk II	16
Kneeland, L.	Records Officer	24	Records Officer	21
Schmiedt, L.	Identification Officer	27	Identification Officer	24

If we can be of further service, please let us know.

Very truly yours

Charles F. Diggs
Survey Director

CFD:jg

FINDINGS AND RECOMMENDATIONS

1. Mrs. Sharon Blaufus

Mrs. Blaufus, who presently **is** classified as a Stenographer Clerk II, recently transferred to a position **in** the Public Works Department that in the past has been classified as a Stenographer Clerk III. **We** were asked to review the position at this time to see if **it** should continue to be classified at the Stenographer Clerk III level.

Because of her background of experience **in** the Department, Mrs. Blaufus has been assisting **in** training Mrs. Hunt, whose work she has been assigning and checking. The two of them handle the secretarial work **for** the Department, with Mrs. Blaufus having primary responsibility for the work of the Director and for the Engineering Division. Mrs. Blaufus also has greater responsibility than Mrs. Hunt **in** regard to calculating costs of projects.

In our judgment, Mrs. Blaufus' position should be **in** a higher classification than that of Mrs. Hunt. We accordingly recommend that her position be classified as Stenographer Clerk III.

2. Miss Dona L. Bohnet

Miss Bohnet's position **is** presently classified as an Account Clerk, which we do not believe accurately reflects her duties and responsibilities. We **recommend** that her **position** be reclassified to Electrical Utility Assistant. Attached **is** a proposed specification for the new class.

We recommend that the class of Electrical Utility Assistant be assigned to range 19 (\$517-628). This will place **it on** the same level as Senior Account Clerk, which we believe **is** appropriate to recognize the technical nature of the job and the degree of **independence** with which the incumbent operates. Should Miss Bohnet leave, we would recommend filling the position at a lower level until the new employee had acquired at **least** one year of experience and training. **on** the job.

3. Mr. Raymond C. Bender

Mr. Bender **is** presently classified as Parks Gardener. **In** addition to being the technical specialist for the District **on** gardening matters, such as selection and propagation of plants and shrubs, fertilizing, **spraying**, irrigating, and pruning, he regularly supervises the work of **two** Park Maintenance **Men I**, and has function supervision over **six** others at various times **in** respect to specialized gardening work.

We have **been** asked to review both the classification and the salary of this position. **We** believe that a classification of Gardener Leadman would be more correct, and accordingly are attaching a revised class Specification.

We also recommend that the class be raised 2-1/2% to range 23 (\$628-763) which will place it halfway between Park Foreman and Park Maintenance Man III. We do not believe any greater increase can be supported without a complete study of all positions in the Park Department.

Mr. Bender believes that his position is equal in responsibility to that of San Joaquin County's class of Nurseryman-Landscaper, which has a salary range of \$679-829. However, we do not believe it is valid to attempt to equate the salary of any one class in the City service with that of any one class in the County service. Typically, if prevailing rates are used for salary setting purposes, then a larger sample must be gathered, recognizing that some salaries will be higher and others lower, and that the City of Lodi need only meet something near the average of the data.

In the case of the salary for Mr. Bender's position, we believe that internal relationships should carry the most weight. We believe that our proposed 2-1/2% increase can be supported by the additional supervisory responsibilities he has been given, but we do not recommend any greater change until all positions in the Park Department can be reviewed.

4. Mrs. Edna Hunt

Mrs. Hunt works in the Public Works Department, and is presently classified as a Stenographer Clerk II. We believe that her duties are correctly classified as Stenographer Clerk II. She shares with Mrs. Blaufus some of the general clerical work of the Department. However, she has such specific assignments as preparing the payroll for the Street and Operations Divisions, and providing general secretarial services to the Water and Sewer Division, Street Division, Operations Division, and the Building Inspection Division. At the present time, her position does not appear to carry the same level of responsibility as that of Mrs. Blaufus.

5. Mr. LaVerne O. Kneeland

Mr. Kneeland is currently serving as Records Officer in the Police Department. We are revising the class specification to reflect more accurately the duties performed. At the present time the class is equivalent in salary to that of Police Officer, which we believe cannot be supported by a comparison of their respective duties and responsibilities. The Records Officer is subject to none of the hazards of the Police Officer. Likewise, the Records Officer works a regular day shift, Monday through Friday, whereas Police Officers are subject to rotating shifts. Finally, the duties and responsibilities of the Records Officer are more properly related to those of other office clerical and fiscal classes than law enforcement classes.

We accordingly recommend that the class of Records Officer be assigned to salary range 21 (\$570-693), which is 7-1/2% above Dispatcher Clerk, 25% above that of the class of Police Clerk which he supervises, and 10% above Senior Account Clerk.

h. Mr. Leland Schmiedt

- ~~Mr.~~ Schmiedt is serving ~~in~~ the class of Identification Officer. ~~We~~ are revising the class specification for this position to reflect more accurately the duties performed. At the present time, the class is equivalent ~~in~~ salary to that of Police Sergeant, which we believe is inappropriate. The incumbent typically is not engaged in law enforcement activities, and ~~is~~ in contact with prisoners only when photographing and fingerprinting them, ~~or~~ when taking them to and from court. The incumbent has no on-going supervisory responsibilities over other staff, except as assigned to assist ~~in~~ gathering evidence at a crime scene.

~~We~~ find that ~~it~~ is prevailing practice to have a position no higher in salary than a police officer to perform the types of duties that have been assigned to this position. ~~We~~ therefore recommend that the class of Identification Officer be assigned to range 24 (\$660-801). the same as a Police Officer.

ELECTRICAL UTILITY ASSISTANT

DEFINITIOX

Under direction, to perform difficult clerical **work** relating to coordination of joint pole activities, calculation of load and power factors, and pricing of **work** orders; to perform secretarial and general clerical duties; and to do related **work** as required.

EXAMPLES OF DUTIES

Performs responsible clerical duties in coordinating joint pole activities with the Pacific Telephone Company and Pacific Gas and Electric Company; verifies age and size of City's poles with her records **and/or** the telephone company before billing for their interest in poles and anchors; records joint pole information **on** cards and **on** distribution maps; from Pacific Gas and Electric Company **bill**, calculates load and power factors, and related electrical quantities, **by** applying established **formula**; prepares monthly reports from **work** and service orders; provides finance department information to adjust system's plant value and electrical inventory; maintains monthly budgetory and inventory records **for** the department; prices electrical **work** and service orders; records information from **work** orders onto distribution maps: shows depreciation **on** transformer cards; **performs** routine drafting **on** system distribution maps; **types** letters, contracts, reports, forms, cards, and bid documents; prepares payroll for the department; takes and transcribes dictation.

DESIRABLE QUALIFICATIONS

Knowledge of:

Terminology regarding methods, equipment, materials, and policies of the electric department;
Office methods, procedures, and equipment.

and

Ability to:

Make arithmetical calculations rapidly and accurately;
Maintain statistical and financial records;
Analyze situations accurately and adopt an effective course of action;
Learn, interpret, and apply departmental policies and rules;
Take responsibility and use good judgment in recognizing scope of authority;
Compose correspondence independently;

Electrical Utility Assistant - 2

Take and transcribe shorthand dictation;
Type at a speed of not less than 50 words per minute.

and

Experience: Three years of increasingly responsible clerical experience **in** a position involving maintenance of statistical or fiscal records, pricing **of** work or purchase orders, or related activities. A minimum of one year experience with a utility company **is** required. Applicants without this one year's specific experience should be hired in an appropriate lower level class until such experience can be obtained.

and

Education: Equivalent to completion of the twelfth grade.

GARDENER LEADMAN

DEFINITION

tinder direction, to supervise and participate **in** the skilled gardening program of the City; and to do related work as required.

EXAMPLES OF DUTIES

In a lead capacity, **supervises** and participates in the propagating, transplanting, cultivating, trimming, spraying, fertilizing, pruning, and **watering** of trees, shrubs, and flowers; prepares **soil** for sowing seeds; inspects plants **for** insects and diseases and sees that they are properly watered, cultivated and sprayed; inspects **lawns** and establishes **or** alters fertilizer and irrigation programs **depending on** the particular needs of each area; supervises and participates **in** the preparation and planting of new lawn areas; plans and advises **on** the planting and remodeling of flowers and shrubbery beds in parks and around City buildings; prepares requisitions for current and yearly seed, plant, insecticide, fungicide, and other gardening supplies; works with the Park Supervisor **in** planning schedules for the construction of **new** parks; operates sludge shredder at sewage disposal plant **in** preparing the fertilizer needs; maintains and makes repairs to hoses, tools and equipment; may operate light trucks to haul rubbish and supplies.

DESIKABLE QUALIFICATIONS

Knowledge of:

- Principles and methods of general gardening, with particular reference to the propagation, planting, transplanting, and care of flowers, trees, and shrubs;
- Plant cultivation, **irrigation**, spraying, and fertilization;
- Plant diseases **and** pests;
- Plant insect and disease control;
- Soil** preparation;
- Gardening tools and equipment.

and

Ability to:

- Apply the principles and methods of skilled gardening work;
- Train and supervise the work of helpers;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

and

Gardener Leadman - 2

Experience: Four years of increasingly responsible experience in gardening, nursery, or greenhouse work.

and

Education: Equivalent to completion of the twelfth grade. (College training in horticulture may be substituted for the required experience on a year-for-year basis.)

IDENTIFICATION OFFICER

DEFINITION

Under general supervision, to perform technical duties in the photographing and fingerprinting of prisoners; to prepare and file criminal complaints, and take prisoners to and from court; and to do related work as required.

EXAMPLES OF DUTIES

Photographs and fingerprints prisoners and other individuals for identification purposes; classifies and files fingerprints records; files all criminal complaints with the local court of those persons in custody or those that have bailed; does follow-up on local arrests that have been transferred to Superior Court to obtain dispositions and to complete criminal file and arrest record; takes prisoners from City jail to court. and maintains progress records on individual cases; supplies court with arrest reports; remains in court during proceedings; takes charge of all photography, plaster casts, and fingerprints taken at crime scene. directing the work of any other officers assigned to assist; develops all negatives of pictures taken.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods involved in the collection, preparation, and preservation of physical evidence:

- Police science with particular reference to criminal identification procedures, including fingerprinting and photography;

- Criminal law with particular reference to apprehension, arrest, and custody:

- Rules of evidence, search, and seizure.

and

Identification Officer - 2

Ability to:

- Write clear and comprehensive reports;
- Analyze situations and apply departmental rules and regulations effectively;
- Exercise **control** over prisoners effectively;
- Use and maintain criminal identification facilities;
- Establish and maintain cooperative working relationships;
- Operate a typewriter.

and

Experience: One year's experience as a Police Officer, preferably including **or** supplemented by experience **or** training **in** criminal identification work.

and

Education: Equivalent to completion of the **twelfth** grade.

RECORDS OFFICER

DEFINITION

Under general supervision. to supervise and assist in the processing and maintenance of police records and files. including the compilation of statistical reports; to assist in the preparation of the departmental budget and in the maintenance of budgetary records; and to do related work as required.

EXAMPLES OF DUTIES

Assists in determining departmental budgetary needs for coming year and in preparation of budget; classifies and posts accounts payable invoices to proper accounts; supervises and assists in filing and obtaining requested documents and information from files; prepares departmental payroll; prepares purchase orders and requisitions; controls and issues supplies to division heads; compiles consolidated daily reports, including classifying data; supervises and assists in the compilation of statistics and other information for the various arrest, crime, and accident reports; delivers outgoing mail, interoffice documents, and revenue from bicycle licenses and photocopying to Finance Department; acts in liaison capacity with City Pound for citizen's complaints.

DESIRABLE QUALIFICATIONS

Knowledge of:

Office procedure and practices. including filing systems and letter and report writing;
Budgetary practices;
Methods and purposes of police record-keeping activities;
Basic organization and operations of a police department.

and

Ability to:

Interpret and apply laws, rules, and regulations;
Coordinate a police department records system. and to supervise its operation;
Compile accurate statistical records and to compose clear and concise reports;
Establish and maintain cooperative working relationships;
Type at a speed of 35 net words a minute from clear or rough copy.

and

Records Officer " 2

Experience: Three years of general clerical. business. or record-keeping work, one year of which must have been in a city police department or comparable law enforcement organization.

and

Education: Equivalent to completion of the twelfth grade.